

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, February 3, 1960

A. Meeting called to order by Chairman Schraft at 7:00 p.m.

B. Roll Call: Present, Commissioners Schraft, Moles, Schultz, King, LaLone and Schloff.

Absent, None.

C. Minutes of December 9th meeting approved.

D. Committee Reports:

1. Ways and Means—Chairman Schultz reported that the Committee met with Manager Ziogas and reviewed the proposed budget of 1960-61. Manager Ziogas thoroughly discussed the budget and the estimated income report with the Board. It was moved and supported that the proposed budget for 1960-61, as corrected be adopted. Carried. Further, the Board recommended that a notation be made in the letter of transmittal concerning the need of utility rate adjustment.

2. Building and Properties—It was moved and supported that the oil portrait of William K. Prudden be hung on the east wall of the Small Auditorium. Carried.

3. Operating and Policy—No report. Mr. Schraft is now chairman of this committee.

4. Personnel and Salaries—A discussion took place concerning personnel classifications. Committee was instructed to re-study 65 yr. age retirement problem.

5. Parking—A communication was read pertaining to the resolution adopted by the City Council relative to private parking lot at S.W. corner of Civic Center property.

6. Veterans—No report.

7. Public Relations—No report.

E. Unfinished Business:

1. Letter from Mrs. Ward Kelley pertaining to mural and statue for Civic Center was read. It was moved and supported that the amount of \$15,000 in proposed budget of 1960-61 for mural and statue be deleted and that future requests of similar nature be directed to the City Council since the expenditure is not a budget item.

Carried.

2. Personnel Reclassification changes were discussed in committee reports.

3. Manager Ziogas reported on discussion with Mr. Victor Leyrer relative to 6 year plan in respect to additional parking near Civic Center in future.

4. It was moved and supported that services of Mr. C. S. Lundy of Altec Service Co. be retained for \$873.00 to expedite installation of new sound equipment for Main Auditorium.

Carried.

Manager Ziogas reported that over \$11,000.00 is available in 2-A fund for sound equipment or new installation.

F. Manager's Report:

1. Manager Ziogas read two articles from AUDITORIUM NEWS, re:

(1) Politics vs. Management of Auditoriums;

(2) Personnel Problems.

2. Building Rental Reports for Nov. and Dec. received.
3. Operating Statements for Nov. and Dec. received.
4. Budget Balance sheets for Nov. and Dec. received.
5. P.O.'s: Concession Supply Co. for \$418.10 (2 invoices); Grand Rapids Acoustical Co. for \$10,420.00 (2 invoices); Silver Lead Paint Co. for \$456.46; LaSalle Coca-Cola Co. for \$296.06; Auto-Owners Insurance Co. for \$1,436.21; P.B. Gast & Sons for \$297.11 and vouchers to Board of Water & Light for \$10,489.49 (2 month) approved.

G. New Business:

1. Letter from Boy Scouts of America

asking for free rental of Main Auditorium was read by Manager Ziogas. Councilman Murningham was requested to obtain signed statements from City Council in reference to "no free rentals" at the Civic Center. No further action was taken.

2. Letter addressed to Commissioner King from Lansing Symphony Ass'n. was read.

H. Announcements:

Next Board meeting, Wed., March 16, 1960.

I. Adjournment:

Meeting adjourned 11:30 p.m.

LLOYD MOLES,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, March 22, 1960

A. Meeting called to order by Chairman Schraft at 8:00 p.m.

B. Roll Call: Present, Commissioners Schraft, Moles, Schultz, Wright, Schloff, King and Marshall.

Absent, Commissioner LaLone.

C. Minutes of Feb. 3rd meeting approved.

D. Committee Reports:

1. Ways and Means—Chairman Schultz commented on budget hearing held at City Hall.
2. Building and Properties—Chairman Schraft stated that new committee appointments will be announced soon.
3. Operating and Policy—none.
4. Personnel and Salaries—none.
5. Parking—none.
6. Veterans—none.
7. Public Relations—none.

E. Unfinished Business:

1. It was moved and supported that action taken at Feb. 3rd meeting pertaining to P.O. for \$878.00 to Kurt Lundy be rescinded.
Carried.

2. Manager Ziogas was requested to contact Altec Co. of Anaheim, Calif. and renew negotiations for sound equipment installation.

3. It was moved and supported to rescind previous action pertaining to location for hanging Prudden portrait.

Carried.

It was moved and supported to follow recommendations of Mr. Allshouse of Knapp's regarding location for hanging of Prudden portrait.

Carried.

F. Manager's Report:

1. Building Rental reports for January and February received.
2. Operating statements for January and February received.
3. Budget Balance sheets for January and February received.
4. Manager Ziogas read article pertaining to operations at Detroit's Ford Auditorium and Veterans Memorial Building.
5. P.O.'s: D. T. Randall & Co. for \$1,059.00; LaSalle Coca-Cola for \$1,037.29 and \$561.77; Western Industries for \$1,345.00; Adams Potato Chips for \$720.30; Glines Frozen Foods for \$290.66; Concessions Supply for \$290.05 and Vouchers to Public Service Dept. for \$295.77; Board of Water & Light for \$7,106.59 and \$5,892.05 approved.

G. New Business:

1. It was moved and supported that the Civic Center Manager shall not request extension of service for any regular or part time employee below staff level, who has reached or will reach the age of 65 years. Further, that the manager shall notify the Personnel Office in each case so that these persons may be placed in less hazardous jobs in other departments if and when such vacancies exist or occur.

Carried.

2. A letter concerning an injury suffered by Mrs. L. Henderson on January 11, 1960 was read and referred to the City Attorney.

H. Announcements:

Next regular meeting: Wednesday, April 20, 8 p.m.

I. Meeting adjourned 10:15 p.m.

LLOYD MOLES, Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, April 20, 1960

A. Meeting called to order by Chairman Schraft at 8:00 p.m.

B. Roll Call: Present, Commissioners Schraft, Moles, Marshall, King, Schloff and LaLone.

Absent, Commissioner Wright.

C. Minutes of March 22 meeting approved.

D. Committee Reports:

1. Ways and Means—No Report.

2. Building and Properties—No Report.

3. Operating and Policy—No Report.

4. Personnel and Salaries—No Report.

5. Parking—Chairman Schraft reported on progress of gate installation, and suggested that copy of letter from Michigan Welfare League be sent to the City Attorney for his information.

6. Veterans—No Report.

7. Public Relations—No Report.

E. Manager's Report:

1. (a) Building Rental Reports for March received.

(b) Budget Balance Sheet for March received.

(c) Operating Statement for March received.

2. Commissioner Moles commented on building signs. Committee is to send its recommendations to the Board.

3. Letter from Altec Sound Systems read by Chairman Schraft. Building and Properties committee to study situation further.

4. P.O.'s: Lansing Supply Co. for \$541.59, Gamewell Co. for \$226.50, LaSalle Coca-Cola Bottling Co. for \$2,034.67, Western Industries for \$600.00, and voucher to Public Service Dept. for \$229.42 approved.

F. New Business:

1. Letter from Veterans Council pertaining to (a) ramp for wheelchairs, (b) hasp and snack bar was read.

2. Harold Campbell of Veterans Council made an appeal to retain services of David Todd, Civic Center Custodian.

3. Custodian David Todd appeared before Board regarding extension of service.

G. Announcements:

1. Next regular meeting: Wednesday, May 18th at 7:30 p.m.

H. Meeting adjourned at 10:30 p.m.

LLOYD MOLES,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, May 18, 1960

A. Meeting called to order by Chairman Schraft at 7:30 p.m.

B. Roll Call:

Present — Commissioners Schraft, Marshall, Moles, Wright and King.

Councilman Robert Brooks also attended.

Absent — Commissioners Schloff and LaLone.

C. Minutes of April 20th were approved.

D. Committee Reports:

1. Ways and Means—No report.

2. Building and Properties—Committee recommended to Board that Prudden portrait be hung in Small Auditorium. Board suggested that committee give matter further study.

3. Operating and Policy—No report.

4. Personnel & Salaries—It was moved and supported to reaffirm the Board action regarding compulsory retirement at age 65, taken at the March 22nd meeting.

Carried.

5. Parking—No report.

6. Veterans—No report.

7. Public Relations—No report.

E. Unfinished Business:

1. Manager Ziogas read copy of letter sent to Michigan Welfare League by City Attorney regarding validity of building Lease.

2. (a) Manager Ziogas reported that necessary hasps and locks had been installed on equipment as per veterans request.

(b) A discussion regarding a ramp for wheel chairs resulted in requesting more information from Lansing Council of Veterans Organizations.

3. (a) It was moved and supported that specifications for sound equipment installation be processed for bids according to City of Lansing requirements. A \$10 deposit will be required of all bidders desiring a set of specifications.

(b) Building and Properties Committee was requested to study and report on the matter of "building identification signs."

(c) Manager Ziogas reported on remaining work to be done on Office Personnel Parking Lot and cost involving power, gate installation and traffic control barricades.

F. Managers Report:

1. Comments were made by Manager regarding new Exhibit Center at M.S.U.

2. Manager Ziogas commented on tremendous interest shown for creation of Convention Bureau for Greater Lansing.

3. Building Rental Report, Operating Statement, and Budget Balance Sheet were reviewed by Manager Ziogas.

4. P.O.'s: LaSalle Coca-Cola Bottling Co. for \$277.67; F. D. Hayes for \$320.49; Adams Potato Chips Co. for

\$619.95; and vouchers for Automation n' Parking for \$235.00; Haughton Elevator Service for \$301.10 and Board of Water and Light for \$4,300.98 approved.

effective July 1, 1960 all concession items be sold at an increased price of five cents (5¢) per each. Further, that checkroom charges per article be increased the same amount.

G. New Business:

1. Request of V.F.W. Cooties Pup Tent No. 61 was discussed and referred to Lansing Council of Veterans Organizations for recommendation.
2. Manager Ziogas discussed sources and need for increased revenues in order to gain additional income during fiscal year. It was agreed that

H. Announcements:

1. Next regular meeting. Wednesday, June 15, 1960 at 7:30 p.m.

I. Meeting adjourned at 10:30 p.m.

LLOYD MOLES,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, July 7, 1960

A. Meeting called to order by Chairman Schraft at 7:30 P.M.

B. Roll Call:

Present: Commissioners Schraft, Marshall, King, Herr, Kamins and Schloff—6.

Also, Councilman Max Murningham.

Absent: Commissioner Moles—1.

C. Minutes of May 18th meeting were read and approved.

D. Report of Committees:

None.

E. Unfinished Business:

1. Manager Ziogas reported that eight firms had been contacted in regard to the sound system installation in the Main Auditorium. Five firms received specifications and three submitted bids to the City Council. A general discussion followed reading of the three bid proposals.

It was moved and supported that Mgr. Ziogas and Building and Properties Committee confer on deletion of two expendable items in the bids to reduce cost and then submit altered bid to City Council as being the best bid.

Carried.

2. It was reported that Prudden portrait is now hanging on the north wall of the Civic Center lounge. Suggestion to change name of room to Prudden Room was referred to Building and Properties Committee.

3. A letter from City Personnel Director was read and referred to Personnel and Salaries Committee.

F. Manager's Report:

1. Manager Ziogas presented copies of: Roster of Board, Roster of Civic Center Employees and Rules of Procedure for Board.
2. Summary of 1960-61 Budget was read.
3. Manager Ziogas explained summer work schedule.
4. Monthly Building Rental Report, Monthly Operating Statement and Budget Balance Sheet for May were presented.
5. P.O.'s:

Seven Up Bottling Co. for \$214.00, Michigan Company for \$316.26, Service Master for \$268.75, J. I. Holcomb Mfg. Co. for \$242.00, Bert Smith Refrigeration for \$1,464.18; and voucher to Board of Water and Light for \$2,411.76.

Approved.

G. New Business:

1. Policy for dancing in Parlors was referred to Operating and Policy Committee.
2. It was moved and supported that board policy for "no free rentals" of any facility be reaffirmed.
3. Communication from City Council regarding claim for injury was referred to Operating and Policy Committee.
4. Manager Ziogas read letter from Michigan Association for Retarded Children concerning the vacating of office space on July 25th, 1960. It was decided to hold the space when it

becomes vacant for an unknown period of time.

Melvin Herr Secretary

5. Communication from City Council pertaining to parking in Public Service area was referred to Parking Committee.

H. Announcements:

1. Next regular meeting: 7:30 P.M., August 17, 1960.

6. The following board members were elected to office for 1960-61:

I. Adjournment:

C. Vincent Wright.....Chairman

1. Meeting adjourned at 11 P.M.

James E. Schloff.....Vice Chairman

MELVIN HERR,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, July 13, 1960

A. Meeting called to order by Chairman Wright at 7:30 P.M.

B. Roll Call:

Present — Commissioners Wright, Marshall, Kamins, King and Schloff.

Absent — Commissioners Moles, Schraft, and Herr.

C. Minutes of July 7th meeting were read. Commissioner Wright's name was added to the roll call as being present and minutes were approved as corrected.

D. Report of Parking Committee:

Operation of parking lot at S.W. corner of building was discussed. It was recommended that management make attempt to keep unauthorized cars, particularly office building tenants, from parking in public service area of lot. It was generally agreed that entire area could be considered two separate lots, i.e., Office Tenants Lot and Civic Personnel Lot.

E. Unfinished business:

1. It was moved and supported that bid of Tape Recording Industries be recommended to the City Council as being the

best and lowest bid for the sound system installation, all things considered.

Carried .

F. New business:

The following committee assignments were made by Chairman Wright, with first named as committee chairman:

WAYS AND MEANS—
Schraft, Herr and Schloff.

BUILDING AND PROPERTY—
King, Moles and Marshall.

OPERATING AND POLICY—
Moles, King and Schloff.

PERSONNEL AND SALARY—
Schloff, Schraft and Kamins.

PARKING—
Kamins, King and Schraft.

VETERANS—
Marshall, Moles and Herr.

PUBLIC RELATIONS—
Herr, Kamins and Marshall.

G. Meeting adjourned at 8:30 P.M.

MELVIN A. HERR,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, August 17, 1960

A. Meeting called to order by Chairman Wright at 7:30 P.M.

B. Roll Call:

Present: Commissioners Marshall, Moles, Kamins, King and Wright.

Absent: Commissioners Schloff, Schraft and Herr.

C. Minutes of July 13, 1960 were approved.

D. Report of Committees:

1. Commissioner Moles, chairman of Operating and Policy asked that work rules drawn up last spring be revised and posted for future operations.
2. Commissioner Kamins, chairman of parking reported that the new parking area will soon be ready for parking. It was moved and supported that the Commission request additional money from the appropriate fund to install one entrance gate on Walnut Street to service the increased parking in that area.
3. Discussion of parking in service area resulted in the following resolution: "Therefore be it resolved that the area north of the tenants parking lot and south of the entrance be considered a building service area, and that the Board allow Civic Center personnel parking privileges in that area when not needed for service, and that such parking be restricted to Civic Center personnel at the discretion of the Civic Center manager."

E. Unfinished Business:

1. Finalization of erecting the Building Identification Signs was referred to the Building and Properties Committee.
2. It was recommended that an Information Man be located in the lobby when several meetings or attractions were booked at the same time.
3. The meeting of dancing parties in the parlors was discussed and resulted in the following resolution:

"Therefore be it resolved that dancing within the confines of the Civic Center be restricted to the Large Auditorium, the Small Auditorium, the Exhibition Hall and the Dining Room."

4. Communication from the Personnel Director and the Retirement Board of the city was read. It was moved that a reply to the letter be sent to the Council re-affirming the position of the Civic Center Board regarding the retirement policy of employees adopted on March 22, 1960 and re-affirmed on May 18, 1960, and that the letter indicate the willingness to meet with the Council or any appropriate committee or further clarification of the matter.

Carried.

F. Manager's Report.

1. Presented the Lansing City Code re: Civic Center Board.
2. Reported on I.A.A.M. Convention.
3. Reported that contracts are signed, parts delivered and sound equipment in the process of installation.
4. Building Rental Reports, Operating Statements, and Budget Balance Sheets for June and July were presented.
5. P.O. #1066 to Verd A. Ray Corp. for \$255.93; Voucher to Board of Water and Light for \$1,805.30 approved.

G. New Business:

1. Year end monthly reports, annual reports and financial statement were read and discussed.
2. Matter of placing directional signs to Civic Center was referred to Public Relations Committee.

H. Announcements:

Next meeting date set for September 21, 1960.

I. Adjournment:

Meeting adjourned at 11:00 P.M.

EVELYN M. KING,
Secretary pro tem

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, September 21, 1960

A. Meeting called to order by Chairman Wright at 7:30 P.M.

B. Roll Call:

Present: Commissioners Marshall, Moles, Schraft, Schloff, Herr and Wright.

Absent: Commissioners King and Kamins.

C. Minutes of Aug. 17, 1960 were approved.

D. Report of Committees:

1. It was moved and supported that action be taken relative to "building identification" signs as proposed by Building and Properties Committee.

Carried.

2. It was moved and supported that Personnel and Salaries Committee proceed with drawing up working rules for Civic Center personnel with approval of Personnel Director and City Attorney. Copies of said rules to be sent to all commissioners.

Carried.

3. It was moved and supported that Parking Committee investigate feasibility of City Traffic Department maintaining all mechanical equipment of Civic Center Parking lots and report at next meeting.

Carried.

E. 1. Recent suggestions of City Attorney relative to an addition to building lease forms was discussed with no action taken.

2. It was moved and supported that Lounge of Civic Center, where portrait of William K. Prudden is now hanging, be named the Prudden Lounge.

Carried.

F. Managers Report:

1. (a) Building Rental report for August presented.

(b) Operating Statement for August presented.

(c) Budget Balance Sheet for August presented.

2. Vouchers to Board of Waer and Light for \$2,266.81 and \$2,643.38; Michigan Bell Telephone Co. for \$207.20; and to Harry Durkee for \$211.00 were approved.

G. 1. Letter from Planning Board was read by Mgr. Ziogas. Matter was discussed and further action will be taken at next meeting.

2. A letter stating claim for injury was read and discussed. City Attorney to be notified of action taken.

3. Request of City Recreation Department for reduced concession prices was denied.

H. Announcements:

1. Next meeting, October 19, 1960 at 7:30 P.M.

I. Meeting adjourned at 10 P.M.

MELVIN HERR,
Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, November 16, 1960

A. Meeting called to order by Chairman Wright at 7:30 P.M.

Tape recorder and tapes 609.00

Tape 75.00

Total \$990.15

Supported and Carried.

B. Roll Call:

Present—Commissioners Wright, Moles, Marshall, Herr, Kamins, King.

Councilman Murningham also attended.

Absent — Commissioners Schloff and Schrafft.

C. Minutes of Sept. 21st were approved.

D. Committee Reports:

1. Ways and Means—No report.

2. Building and Properties—No report.

3. Operating and Policy — Employees Work Rules were discussed.

Comments made on new plantings around parking lot addition.

4. Personnel and Salaries—No report.

5. Parking—No report.

6. Veterans—No report.

E. Unfinished Business:

1. Motion made to send letter to Planning Board pertaining to acquisition of East half of block bounded by Washtenaw, Pine, Allegan and Sycamore streets exclusive of Road Builders Building. Also request that original Civic Center plan be completed consisting of small theater.

Supported and carried.

2. Motion was made to request approval of funds to purchase following items to complete new sound system:

Sound and lighting control
phone system \$306.15

F. Managers Report:

1. Building Rental Report, Operating Statement, Budget Balance sheet for September and October were presented.

2. Approval of P.O.'s: Michigan Co. for \$218.34; Jon Anthony Florist for \$314.00; LaSalle Coca-Cola Bottling Co. for \$278.10; Tape Recording for \$2,817.75; F. D. Hayes for \$322.20; Arens Sign Co. for \$535.60 and \$926.11; Air Filter Service for \$210.28; Hale's Forge for \$392.00 and Western Industries for \$500.00; Vouchers to: A. A. Smith Insurance Co. for \$1,274.44 and Board of Water & Light for \$2,298.89 and \$2,759.08.

Carried.

G. New Business:

1. Letter from City-Council Committee of Chamber of Commerce referred to Public Relations Committee.

2. Letter from City Controller regarding 1961-62 Budget Preparation was read.

Motion made that Board Chairman send letter to City Council pertaining to vacant office space in Civic Center.

Supported and carried.

3. Letter from Traffic Engineer concerning delay for modernization of Parking Lot was read. It was decided that Parking Committee and Manager Ziogas meet with Traffic Engineer concerning Parking Lot operation.

4. Motion made that Board send letter

to City Council requesting installation of modern street lighting along allocated side of Civic Center.

Supported and carried.

Council reaffirming Board's position on catering problem.

Carried.

H. Announcements:

5. Manager Ziogas explained removal of bottle drink machines from building.

Special meeting of Civic Center Board is scheduled for Tuesday, November 29, 1960 at 7:30 P.M.

6. Manager Ziogas explained catering problem with certain type party functions being booked in the building.

Next regular meeting on Wednesday, December 14, 1960, at 7:00 P.M.

7. Kitchen shortages were discussed and no action was taken to replenish the items. Motion was made that Board Chairman write letter to City

I. Meeting adjourned at 11:00 P.M.

MELVIN HERR,
Secretary.

OFFICIAL PROCEEDINGS OF THE TRAFFIC BOARD OF THE CITY OF LANSING

Proceedings, November 17, 1960

The meeting was called to order by Vice-chairman Winegardner at 7:08 p.m.

ROLL CALL

Present: Board members Broadbent, Hager, Harrison, Jeffreys, Nelson, Winegardner (6).

Ex-officio member Peck (1).

Absent: Board members Corwin, Taylor (2).

Ex-officio member Eddie (1).

Merchants from the 1100 block N. Washington were also present.

Minutes of the previous meeting were approved as printed.

After a discussion was held with the merchants of the 1100 block of N. Washington, relative to changing angle to parallel parking, and also, time limits and rates on parking meters, it was moved and supported that this matter be tabled until such time as City Council makes a decision as to whether or not the Fire Station property in this block will be developed for parking.

Carried.

A motion was made and seconded that the first meter on the west side of North Washington just south of Grand River be removed.

Carried.

A motion was made and seconded that the Traffic Board does not concur in certain parts of the recommendation of the Planning Board on the proposed trunklines within the city and that City Council give serious consideration to the ramifications of these recommendations.

Carried.

A motion was made and seconded that the request for a mid-block crosswalk in the 100 block of W. Washtenaw be denied at this time. After the parking ramp has been in operation problems that arise will be given study and consideration.

Carried.

A motion was made and seconded that Herbert Street be made one-way southbound from Norman to Mt. Hope.

Carried.